

CHILD DEVELOPMENT/ENRICHMENT PROGRAM HOURLY RECORD OF ATTENDANCE INSTRUCTIONS								DATE		ROOM		
INSTRUCTIONS												
Enter the number of children in top half of box and number of staff in bottom half of box in each age group. Do not mix age groups. If there are more activity rooms with age groups than blocks on form, use separate form and attach at end of day. Enter total of each age group in Part II of this form (including room counts from attached sheets, if any). Daily totals should be compiled into a monthly report for use in completing AF Form 1194.												
PART I												
HOURS	AGE 6Wks-6Mos	AGE 6-12 Mos	AGE 6-12Mos	AGE 12-24 Mos	AGE 12-24 Mos	AGE 24-36 Mos	AGE 24-36 Mos	AGE 3-5 Years	AGE 5-9 Years	AGE 9-12 Years	AGE B&A	ENRICH
0700												
0800												
0900												
1000												
1100												
1200												
1300												
1400												
1500												
1600												
1700												
1800												
1900												
2000												
2100												
2200												
2300												
2400												
0030												
Total												

PART II - TOTAL ALL AGE GROUPS				COMMENTS
TOTALS		TOTALS		
6 WEEKS - 6 MONTHS		3 YEARS - 5 YEARS		
6 MONTHS - 12 MONTHS		6 YEARS - 12 YEARS		
12 MONTHS - 24 MONTHS		ENRICHMENT PROGRAM		
24 MONTHS - 36 MONTHS		B&A SCHOOL		

NUMBER OF MEALS SERVED					
BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	EVENING SNACK